



## **JOB DESCRIPTION**

### **Social Co-ordinator**

The Social Co-ordinator is responsible for the organisation of major functions and events for the Seacliff Tennis Club.

#### ***Responsible To***

The Social Co-ordinator is directly responsible to the President of Seacliff Tennis Club and the members of Seacliff Tennis Club.

#### ***Responsibilities and Duties***

The Social Co-ordinator should:

- Convent a sub-committee to assist with key tasks
- Organise various social functions for the club.
- Promote attendance and participation at social functions to the club's members
- Be able to manage costs
- Submit all invoices for payment of social functions to the Treasurer
- Give a report at regular committee meetings

#### ***Knowledge and Skills Required***

Ideally the Social Co-ordinator is someone who:

- is well organised
- can delegate and support their sub-committee
- is personable
- is creative

#### ***Estimated Time Commitment Required***

The time commitment will vary during key times of the year.

**NOTE:** The Office bearer of this position is to update this Job Description based on experience gained during the season in the conduct of these duties, for passing on to his/her successor.

Updated 11/06/2018